

**National Finance Center  
Front-End System Interface (FESI)  
PMSO-Individual-Record Doc Type (2056)**

<b>Data Element Name</b>	<b>Data Element Format</b>	<b>Start Position</b>	<b>End Position</b>	<b>Element Description</b>	<b>Optional Mandated O/M</b>	<b>Values</b>	<b>Customer Data Element Name</b>
IN-CD-RECORD-ID (IP)	N4	1	4	Identifies the beginning of the individual position data in the file.	M	2056	
DEPARTMENT-CODE	A2	5	6	Identifies the department of the U.S. Government.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	
AGENCY-CODE (IP)	A2	7	8	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	For a list of valid codes, see TMGT Table 005, Agency Organizational Structure. This field should contain the agency code assigned by the NFC.	
PERSONNEL-OFFICE-IDENTIFIER (IP)	N4	9	12	An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel data.	M	Four position numeric field.	
MASTER-RECORD-NUMBER (IP)	A6	13	18	A number assigned by the agency to identify positions within the same series, pay plan, etc. Each individual position is linked to a master record.	M	Six position alpha-numeric field.  This field is user defined.	
GRADE (IP)	N2	19	20	Identifies the grade level of the individual position record.	M	Two position numeric field. Precede single digit grades with zero. When completing this field, also complete the Pay Plan, Step, and Salary fields.	
POSITION-NUMBER	A8	21	28	Agency assigned number that identifies the position occupied by an employee.	M	Eight position alpha-numeric field. This field is user defined.	
FAIR-LABOR-STANDARDS-CODE	A1	29	29	Indicates whether a position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).	M	One position alphanumeric field. Valid values :	

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						E = Exempt FLSA N = Nonexempt FLSA	
FIN-DIS-REQ-CODE	N1	30	30	Indicates whether the position requires its incumbent to file a Conflict of Interest or a Financial Disclosure Statement.	M	One position numeric field. Valid values : 0 = No Conflict of Interest or Financial Disclosure Statement Required 3 = SF-278, Financial Disclosure Report, Required 4 = SF – 450, Executive Branch Personnel Confidential Financial Disclosure Report, Required 5 = MSPB-849 Required (MSPB and OSC) 6 = GPO-U.S. 069233 (LOC) 7 = SI-1085 (SM Only)	
POSITION-SCHEDULE	A1	31	31	Identifies the appropriate schedule of the excepted service position.	O	One position alphanumeric field. Valid values : A = Schedule A B = Schedule B C = Schedule C 0 = Positions in the Excepted Service but not Schedule A, B or C <b>If not applicable, send space.</b>	
POSITION-SENSITIVITY-CODE	A2	32	33	Indicates whether or not the position occupied by the employee has been designated as sensitive and if so, whether it has been further designated as non-critical or critical.	M	Two position numeric field. Valid Values : <u>1<sup>st</sup> Digit</u> 1 = Non-Sensitive/Low Risk 2 = Non-Critical Sensitive 3 = Critical Sensitive 4 = Special Sensitive 5 = Moderate Risk 6 = High Risk <u>2<sup>nd</sup> Digit</u> C = Computer – ADP N = Non-Computer ADP	

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						If the occupational series of the master record is 22**, the 2 <sup>nd</sup> position of this field must be C (computer-ADP).	
PROC-INTEGRITY- ACT-FLAG	A1	34	34	Indicates whether or not the position covered by the master record will require the incumbent to be trained/certified in accordance with the requirements of the Procurement Integrity Act.	M	One position alphanumeric field. Valid values are: N = No Y = Yes	
LEO-IND	A1	35	35	Identifies those individual positions classified as Law Enforcement under the Federal Employee Pay Comparability Act of 1990 (FEPCA).	M	One position alphanumeric field. Valid values are: N = No, This position is not classified as a Law Enforcement Officer Y = LEO Position – pay under 7K FLSA A = LEO Position – pay under 7A FLSA Complete for all law enforcement positions to ensure correct pay entitlements. Any change to the LEO indicator requires the processing of a personnel action to document the change in the Payroll/Personnel System database.	
PAY-TABLE-CODE	A6	36	41	The code assigned by OPM which identifies special rate authorizations for General Schedule employees as authorized under 5 U.S.C. 5305.	O	For a list of valid values, see TMGT Table 029, Pay Table Rates. Six position alphanumeric field. Complete for those employees with pay rate determinant code 5,6,E, F, or M. If the pay table code is less than 6 characters, leave remaining positions blank. <b>If not applicable, send spaces.</b>	

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COMPETITIVE-LV-CD	A4	42	45	Identifies positions so alike as to be interchangeable during a reduction-in-force.	M	Four position alphanumeric field.  In accordance to (5CFR351.403), the Competitive Level is a required data element for all Title 5 positions. There are no edits pertaining to the contents of the field. The value is determined by the agency. <b>If not applicable, send zeroes.</b>
WORKING-TITLE-CODE	N4	46	49	Identifies the administrative or organizational title of a position.	O	Four position numeric field. For a list of valid values, see TMGT Table 076, Working Position Title. Also, a list of valid working title codes can be found in the NFC Payroll/Personnel Processing Manual Title 1, Chapter 3. If TMGT, Table 076 does not contain a code covering a specific working title, show 9999 and add the working title to the working title field. <b>If not applicable, send zeroes.</b>
POSITION-WORKING-TITLE	A38	50	87	Describes the organizational or working title of the employee's position as determined from the official or classification title.	O	Two position alphanumeric Thirty-eight position alphanumeric field. A list of valid working title codes can be found in the NFC Payroll/Personnel Processing Manual Title 1 Chap 3. If the working title code is listed in TMGT Table 076, Working Position Title, the working title is system generated. If the working title code is 9999, add the working title to this field

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						Do not complete this field if an appropriate working title code is entered in the Working Title Code field.	
ORG-STRUCTURE-CODE-AGENCY	A2	88	89	The first level of the organizational structure codes.	M	Two position alphanumeric For a list of valid values, see TMGT, Table 005, Agency Organizational Structure. This field should contain the agency code assigned by the NFC.	
ORG-STRUCTURE-CODE-2 <sup>ND</sup> -LEV	N2	90	91	The agency assigned code established for the second level of the organizational structure.	M	Two position numeric field For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-3 <sup>RD</sup> -LEV	N2	92	93	The agency assigned code established for the third level of the organizational structure.	M	Two position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-4 <sup>TH</sup> -LEV	N4	94	97	The agency assigned code established for the fourth level of the organizational structure.	M	Four position numeric field For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-5 <sup>TH</sup> -LEV	N2	98	99	The agency assigned code established for the fifth level of the organizational structure,	M	Two position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-6 <sup>TH</sup> -LEV	N2	100	101	The agency assigned code established for the sixth level of the organizational structure.	M	Two position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-7 <sup>TH</sup> -LEV	N2	102	103	The agency assigned code established for the seventh level of the organizational structure.	M	Two position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-8 <sup>TH</sup> -LEV	N2	104	105	The agency assigned code established for the eight level of the organizational structure.	M	Two position numeric field. For a list of valid values, see TMGT, Table 005, Agency	

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						Organization structure.	
VACANCY-REVIEW-CODE	A1	106	106	A code indicating management/personnel classification process prior to refilling a vacant position.	M	One position alpha-numeric field. Valid values: 0 (zero) = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different Title and/ or Series E = New Position/New Full-Time Equivalent (FTE) Grade changes take priority over series and title changes. <b>For new agency conversions, enter '0'.</b>	
POSITION-TARGET-GRADE	N2	107	108	The full performance level of a position.	O	Two position numeric field. Precede single digit grade levels with a zero. <b>If not applicable, send zeroes.</b>	
DUTY-STATION-STATE-CODE	A2	109	110	The state or country where the position is located.	M	Two position alphanumeric field. For a list of valid values, see the GSA Worldwide Geographic Location Code Guide. If the duty station is located outside the 50 states, enter the 2-digit alpha country code.	
DUTY-STATION-CITY-CODE	N4	111	114	The city code where the position is located.	M	Four position numeric field For a list of valid values, see GSA Worldwide Geographic Location Code Guide.	
DUTY-STATION-CNTY-CODE	N3	115	117	The county code where the position is located.	M	Three position numeric field For a list of valid values, see GSA Worldwide Geographic Location Code Guide.	

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						If the duty station is located in other than a U.S. state, enter three zeros (000) in this field.	
DATE-POS-LAST-AUD-REV	N8	118	125	The date an individual position was most recently audited or reviewed.	M	CNYYMMDD format. <b>If not applicable, send zeroes.</b>	
BARGAINING-UNIT-STATUS	N4	126	129	Indicates whether an employee is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit.	M	Four position numeric field Valid values : Last 4 digits of OLMR Number = Represented by Bargaining Unit 7777 = Eligible but not in a Bargaining Unit 8888 = Ineligible for inclusion in a Bargaining Unit The Office of Labor Management Relations (OLMR) number is established by OPM and contained in the publication, Union Representation in the Federal Government.	
POSITION-STATUS-BUDGET	A1	130	130	Indicates, for budgetary purposes, whether the individual position is permanent.	M	One position alpha-numeric field. Valid values: Y = Permanent Position N = Other Than Permanent Position	
GRADE-BASIS-INDICATOR	A1	131	131	The applicable grade basis indicators for specific information regarding the classification of a position.	O	One position alpha-numeric field. Valid values : 1 = Review When Vacant 2 = Impact of the Person 3 = Supervisory Position Supported by SGEG 4 = Supervisory Position by the Program Duties 5 = RGEG 6 = Policy Analysis Grade Evaluation Guide	

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						7 = Equipment Development Guide (Part III) 8 = Agency Use 9 = Agency Use A = Administrative (For DOC Use Only) C = Core (For DOC Use Only) F = Focal Point (For DOC Use Only) N = Neither A nor C (For DOC Use Only) <b>If not applicable, send a space.</b>	
LANGUAGE-REQUIRED	A2	132	133	The foreign language code required for the position.	O	Two position alpha-numeric field. For a list of valid codes, see the Federal Personnel Manual. <b>If not applicable, send spaces.</b>	
DATE-POSITION-NTE	N8	134	141	The not-to-exceed date for positions that are temporary.	O	CNYYMMDD format. Complete this field if N is entered in the Position Status Budget field. <b>If not applicable, send spaces.</b>	
PRES-APPOINTMENT-IND	N1	142	142	Positions, which can be filled only by Presidential appointment with approval of the Senate.	M	One position numeric field. Valid values : 0 = Not Applicable 1 = PAS Positions	
PROJECTED-DUTIES-IND	A1	143	143	Indicates whether the position is classified on the basis of projected duties.	M	One position alphanumeric field. Valid value: Y = Yes <b>If not applicable, send space.</b> <b>For new agency conversions, send space.</b>	
DATE-REQUEST-RECEIVED	N8	144	151	The date personnel received the request for action on the position.	O	CNYYMMDD format. <b>If not applicable, send zeroes.</b>	
POS-ACTIVE-INACTIVE	A1	152	152	Indicates whether the individual position is active or inactive.	M	One position alphanumeric field. Valid values :	

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						<p>A = Active – system generated on add actions I = Inactive Blank = Defaults to code A <b>For new agency conversions, send A=Active.</b></p>	
DATE-POS-ESTABLISHED	N8	153	160	The date on which the individual position was established.	M	CNYYMMDD format.	
MAINT-REV-CLASS-CD	A2	161	162	A code that identifies the classification action taken on the individual position.	O	<p>Two position alpha-numeric field. Valid values : <u>1<sup>st</sup> Digit</u> Normal – 1 = Desk Audit           2 = Supvry Audit           3 = Paper Review           4 = PME/Activity Review Maintenance – 5 = Desk Audit                   6 = Supvry Audit                   7 = Paper Review                   8 = Panel Review</p> <p><u>2<sup>nd</sup> Digit</u> 1 = No Action Required 2 = Minor PD Changes 3 = New PD Changes 4 = Title Change 5 = Series Change 6 = Position Upgraded 7 = Position Downgraded 8 = New Position 9 = Other <b>For new agency conversion, valid values are spaces.</b></p>	
DATE-POS-INACT-REACT	N8	163	170	Date on which an individual position was inactivated or reactivated.	O	CNYYMMDD format. <b>For new agency conversion, this field must be zeros.</b>	

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DATE-ABOLISHED	N8	171	178	Date on which an individual position is abolished.	O	CNYYMMDD format. <b>For new agency conversion, this field must be zeroes.</b>	
ACCOUNTING-STATION-CODE	N4	179	182	Identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports.	M	Four position numeric field.  Assigned by the NFC.	
INTER-OCC-SERIES-CD	N4	183	186	A specific occupational series of an interdisciplinary individual position, when the master record has been coded as an interdisciplinary position.	O	Four position numeric field.  <b>If not applicable, send spaces.</b>	
AGENCY-USE	A12	187	198	A free form field for agency use. A multipurpose field used to enter agency specific data.	O	Twelve position alpha-numeric field. <b>If not applicable, send spaces.</b>	
DRUG-TS	A1	199	199	Indicates whether a position requires the incumbent and/or applicant to be drug tested.	M	One position alphanumeric field. Valid values : Y = Incumbent Only A = Applicant and Incumbent N = Not Applicable U = Undesignated C = Commercial motor vehicle operator's license	
FUNCTION-CODE	A1	200	200	Indicates the task to be performed.	M	One position alphanumeric field. Valid values : A = Add C = Change D = Delete I = Inactivate R = Reactivate <b>For new agency conversions, send A= Add.</b>	
USER-ID	A7	201	207	The user-id of a person accessing a particular application.	M	Seven position alphanumeric field.	
COPR-ST	A1	208	208	Identifies eligibility of the employee to be covered and paid by the provision of the Customs Officer Pay Reform Act.	O	One position alphanumeric field. Valid values :	

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SORT	A1	209	209	A code to force the correct sequence within a sort	O	One position alphanumeric field. Assigned and used internally by PMSO program for report sequence. <b>If not applicable, send a space.</b>	
INCUMBERED-SSN	N9	210	218	Social security number of incumbent	M	Nine position numeric field.	
POS-OBLIGATED-SSN	N9	219	227	When the Individual Position is one to which an employee will return after a temporary promotion expires or one to which an employee is temporarily detailed to, this field contains the ssn of the employee to whom the position is obligated.	O	Nine position numeric field. <b>If not applicable, enter spaces.</b>	
FILLER	A13	228	240		M	SPACES	